



Innovator in Electronics

Murata Electronics North America, Inc.
2200 Lake Park Drive Smyrna, GA 30080-7604



SDMS DocID 2197002

March 28, 2013

ORIGINAL

VIA FEDEX

Harry R. Steinmetz (3HS62)
U.S. Environmental Protection Agency, Region 3
1650 Arch Street
Philadelphia, Pennsylvania 19103-2029

***Re: Required Submission of Information Safety Light Corporation Superfund Site
Bloomsburg, Pennsylvania***

Dear Mr. Steinmetz:

As requested by Ms. Joanne L. Marinelli, Chief, Cost Recovery Branch, United States Environmental Protection Agency, in her letter to Murata Erie North America, Inc., received by Murata Electronics North America, Inc. on March 8, 2013, (herein to be called the "EPA Letter"), Murata Electronics North America, Inc. (formerly known as Murata Erie North America, Inc. and called herein "Murata" or "MEA"), provides the following information in the format specified in the EPA Letter.

1. The only business relationship of which Murata is aware is the one evidenced by the documents enclosed with the EPA Letter.
2. The only such activity of which Murata is aware is the one evidenced by the documents enclosed with the EPA Letter.
3. The only such activity of which Murata is aware is the one evidenced by the documents enclosed with the EPA Letter.
4. Based upon information provided by USEPA, Murata responds as follows:
 - a. 1967
 - b. disposal
 - c. i) U.S. Radium Corp


- ii) Self luminous light source containing approximately 6 millicuries of strontium 90
 - iii) railway express/parcel post
 - iv) 3-21-67
 - v) The only documents of which Murata is aware are the ones enclosed with the EPA Letter.
 - vi) Murata is aware of no such persons or parties.
- d. The documents enclosed with the EPA Letter are the only documents of which Murata is aware, and these documents indicate delivery was by "parcel post" or "mail express prepaid".
- i) unknown
 - ii) The only date of which Murata is aware is 3-21-67.
 - iii) Based on Murata's internal review, Murata suggests that the item (as referenced in 4.c.ii. above) was possibly used as a source emitter for X-ray equipment in the Murata (Erie Technological Products) quality control laboratory.
 - iv) Based on Murata's internal review, Murata suggests that this person is likely to have been Mr. Lowell Savage, who was the Director of Quality for Erie Technological Products.
 - v) Murata has no such knowledge.
- e. i) Murata is aware of only the instance evidenced by the documents enclosed with the EPA Letter.
- ii) Murata is aware of only the information and documents enclosed with the EPA Letter.
 - iii) Murata is aware of only the person indicated in the documents enclosed with the EPA Letter.
- f. Murata is aware of none.
- g. Murata is aware only of the documents enclosed with the EPA Letter.
- h. Murata is aware of no one.
- i. Murata is aware of no such predecessor other than the entity identified in the documents enclosed with the EPA Letter, Erie Technological Products, Inc., a manufacturer of electronic components.
5. Murata is aware of no such wastes.
6. Persons participating in providing facts for this report are:
- Keisuke Kotani for Questions 4.c.v.; 4.d.; 4.e.i.;
 - Lanney McHargue for Questions 4.c.v.; 4.d.i.; 4.e.i.
7. Murata is not aware of any such persons or documents.
8. Murata is not aware of any such parties.
9. Other documents may have been available in the past, but are not now locatable by Murata. If so, such were likely to have been destroyed.

- a. Murata's Record Retention Policy (MEA Legal Policies, Record Retention Policy including Environmental/Safety Records Retention (ESP-0003)) is provided herewith.
- b. Murata is unaware of this information.
- c. Murata is unaware of this information.
- d. Murata is unaware of this information.

We trust you will advise if further inquiry is necessary.

Sincerely

Murata Electronics North America, Inc.

By: 

Name: David Kirk

Title: President, CEO

Enclosures: MEA Legal Policies, Record Retention Policy

Environmental/Safety Records Retention (ESP-0003)

cc: Humane Zia, Esq. (EPA)

cc: Keisuke Kotani, Contract Administration Manager,
Murata Electronics North America, Inc.

MEA Legal Policies

Policy Group: General Legal Policies and Procedures

Subject: Record Retention

RECORD RETENTION POLICY

The goal of this policy and the accompanying schedule is to provide guidance for the storage and destruction of company records. There are numerous types of records which the company must maintain for local, state and federal laws and regulations. In addition there are records which the company would need to recreate valuable information. Consequently, there are records which are kept out of inertia or unclear direction as to the needs of the company. This last group of records represents an ongoing expense and potential liability for the company and should be destroyed as a result of this records retention policy.

As noted, there may be many reasons for records to be maintained by the company. The schedule attached hereto is a listing of the various types of records currently being kept by the company and the period of time (stated as P for permanent or a numeral for years) that the records should be kept. Each department is responsible for auditing its records to preserve and destroy the records in accordance with this policy. In the event that a particular record does not appear to be addressed by this schedules it is the responsibility of the relevant department manager to seek guidance from the General Counsel on the retention of said records and thereby either amend the record retention schedule or obtain a written directive from General Counsel regarding a specific record.

The last sections of the schedule attempts to provide direction on more routine correspondences and emphasizes that consideration should be given to the content of the communication and the relationship it may or may not have to a section of the schedule; retention of the communication would then relate back to the document or record to which it refers. This should be the exception. Very few general correspondences will contain information important enough to require retention beyond the limited time noted therein.

The Procedure for the storage, retrieval and destruction of records is the subject of a separate document and will be promulgated in the near future.

This process relies upon adherence to the above comments, the attached schedules and a yearly audit and review of records for appropriate preservation or destruction. To the extent that there are any question regarding the policy please refer them to the General Counsel.

RECORD RETENTION SCHEDULE

These guidelines provide a description of various records and then a retention period. They are not meant to cover letters, correspondences or internal memorandum, but rather documentation of specific categories. At the end of the category listing are guidelines for retention relating to the above type of general correspondences.

Retention Periods for Documents and Records:

A. GENERAL CORPORATE RECORDS

1. Canceled Stock Certificates
..... 20 plus review by Corporate Counsel
2. Records of incorporation, by-laws and minutes relating to the Corporation its and its

- subsidiaries..... P
- 3. Corporate Seals..... P
- 4. Minute books of Corporate and Subsidiary Boards, Board Committees and Stockholder meetings..... P
- 5. Acquisition files..... P
- 6. Divestiture files..... P

B. LEGAL DEPARTMENT FILES AND DOCUMENTS

- 1. Litigation files (Pleadings, depositions, discovery requests and correspondence):
 - a. Major Litigation as determined by Corporate Counsel on case by case basis
 - b. Other Litigation 2 after expiration of appeals or time for filing of appeals
- 2. Legal Memorandum and opinions 5 after close of the matter, thereafter review for utility and historic value
- 3. Compliance Plan Records
 - a. Direct Line Response referred to Compliance Officer 5
 - b. Compliance Officers Manual/Binder P
 - c. Audit Questionnaire response P
- 4. Request for Departure from record Retention Plan P

C. CONTRACTS

- 1. Leases (Equipment & Property) 5 after expiration
- 2. Contracts - Purchasing 6 after expiration or termination
- 3. Non-Disclosure Agreements 6 after expiration or termination
- 4. Sales Representative Agreements and Distributor Contracts 6 after expiration or termination
- 5. Contracts - Corporate 10 after expiration or termination

D. PENSION DOCUMENTS AND THE SUPPORTING EMPLOYEE DATA

- 1. Reports of pensions or pension plans filed with the Department of Labor or the Internal Revenue Service 6 after filing.
- 2. Records of pensions paid to employees

- or their beneficiaries 6 after payment in full
- 3. Pension plans and all amendments thereto P
- 4. Pension plan determination letters P
- 5. Records of employee service and eligibility for pension (including hours worked and any breaks in service) P
- 6. Required personal information on employees and former employees. (Name, address, social security number, period of employment, pay, etc. P
- 7. Records of plan administrator setting forth authority to pay P

E. HUMAN RESOURCES

- 1. Correspondences with employment agencies and advertisements for job openings no more than 2 years from date of hiring decision
- 2. Direct Line
 - a. Responses 1
 - b. Logbook P
- 3. Applications, resumes, results of pre-employment physicals, and related correspondence (non-hired applicants):
 - a. Unsolicited applications and resumes Not Kept
 - b. Advertised job openings 2 from date of non-hire decision
- 4. Wage and salary surveys 3
- 5. Census reports and headcount comparisons 3
- 6. Job descriptions 3 after superseded
- 7. Affirmative Action Plans 7
- 8. EEO Compliance review files 7
- 9. Individual contracts of employment 7 after termination
- 10. Employees' personnel records, including individual attendance record, application forms, performance evaluations, termination papers, exit interview records, withholding information, garnishment, test results (individual), etc 7 after termination
- 11. Safety or injury reports 10
- 12. Mail Receipts (Certified Medical) 40
- 13. Confidentiality and Disclosure/Invention Agreements P
- 14. Earnings Records (general) P
- 15. Commissions/bonuses, incentives, awards, etc P

16. Affirmative Action Reports P
17. Employee handbooks P
18. Records of training of personnel P
19. Expatriate Immigration Records Length of Stay

F. INSURANCE RECORDS

1. Group Insurance Plans:
 - a. Active Employees 5 after terminated
 - b. Retirees P
or until 6 years after death of last eligible participant
2. Claims files (including correspondence, medical records, injury documentation, etc.):
 - a. Product liability (open no litigation) 5 after last contact
 - b. 1st party 5 after last correspondence or contact
 - c. Other 3rd party 5 after last correspondence or contact
 - d. Group Life 5 after close
 - e. Workers compensation 10 after settlement
 - f. Long term disability 10 after return to
work, retirement or death
3. Releases/Settlements 25
4. Insurance Policies - Third Party Liability P
5. Property Insurance Policies P

G. ACCOUNTING AND FINANCE

1. FEC Contracts 1
2. Audit reports, internal 3
3. Strategic plans 4*
4. Account receivable invoices 4*
5. Account receivable cash receipts files 4*
6. Property Asset Summary 5
7. Annual plans and budgets & revised budgets 7*

8.	Accounts Payable	7*
9.	Journal Entries and other posting & control media subsidiary to the General Ledgers	7*
10.	Annual Audit workpaper package	7*
11.	Monthly Financial Statements including Operating report, Product Line & Burden Reports	7*
12.	Bank Statements and canceled checks	7*
13.	Physical inventory records & cycle count	7*
14.	Sales Commission reports	7*
15.	Labor distribution cost records	7*
16.	General Ledgers	10*
17.	Annual audited Financial Statements	P
18.	Consolidation Package to MMC	P

* -- The Corporate Controller will annually issue a directive outlining the specific years to be destroyed.

H. TAX RECORDS

General principle -- All corporations required to file a tax return of any kind must keep books of account or records, including inventories, as are sufficient to establish the amount of gross income, deductions, credits or other matters required to be shown in any such return.

These documents and records shall be kept for as long as is necessary for compliance with federal, state and local tax authorities.

The Corporation shall keep records necessary to prove its cost basis and to compute its earnings and profits permanently.

1.	Payroll tax records	7*
2.	Sales and use tax records	7*
3.	Excise tax records	7*
4.	Property tax records	7*
5.	Tax returns	P
6.	Tax bills, receipts and statements	P
7.	Tax workpaper packages - originals	P

* These are approximate estimates that will depend upon the statute of limitations for each tax return and the tax years which remain open pending settlement with the taxing authorities. The Corporate Controller will annually issue a directive outlining the specific years to be destroyed.

I. PAYROLL DOCUMENTS

General principle - Payroll documents and supporting data shall be kept in such a manner that the company can prove it has complied with the Wage and Hour Rules of the Department of Labor, as well as the Walsh-Healy Act. Also payroll records must be such as to enable the company to compute the payment of any pension.

1. Time cards and sheets 4
2. Employee deduction authorizations 4 after termination
3. Unclaimed wage records 6
4. Assignment, attachments and garnishments 7 after payment
or settlement
5. Bonds/Bondholder Records 7
6. Employee earnings record P
7. Payroll register P

J. PLANT AND PROPERTY RECORDS

1. Plant inspection and safety audit reports 5
2. Maintenance and repair records - bldgs. 5
3. Easement/Permits 5 after expiration
4. Licenses - Federal/State/Local 5 after expiration
5. Pipeline maps/technical data 6 after deactivated
6. Mortgages 10 after satisfaction
7. Documents relating to sold facilities (e deeds, easements, etc.) ..10 years
plus approval of Corporate Counsel
8. Original purchase, sale or lease agreement of plant facility P
9. Building/facility..... P
10. Drafting Records - Plant P

K. RESEARCH AND DEVELOPMENT

1. Original patents, trademarks and copyrights life of the right plus 3
2. Invention Notebooks, records, meeting minutes or any other written evidence of the development of the product or process 20 plus approval of the Corporate Counsel

L. SAFETY AND ENVIRONMENTAL DOCUMENTS

General principle -- The company must keep all documentation as required by the appropriate laws and regulations. The specific guidelines are in accordance with the Environmental/Safety Record Retention

Policy #ESP-003. Please refer any questions or inquiries to the Manager of Environmental/Safety Department or the General Counsel.

M. MANUFACTURING and ENGINEERING

1. Bills of material 2
2. Prototype/Pilot or Infant production tests..... 8
3. Engineering change requests 10
4. Engineering Change notices 10
5. Engineering Technical Reports 10
6. Engineering Project Reports 10
7. Records of qualified process, equipment and certified personnel 10
8. Customer design, specifications and related data 20
9. Engineering Drawings/ tracings life of the equipment, or while parts are in production or are available for order.
10. Engineering specificationslife of the equipment, or while parts are in production or are available for order.
11. Equipment Maintenance recordslife of the equipment, or while parts are in production or are available for order.

N. QUALITY CONTROL AND INSPECTION

1. Quality Control Procedures Master original copiers of each procedure is to be retained until it is replaced with a revision of the procedure, see procedure EQP -0001
2. Management review meeting record 5
3. Incoming Inspection records of incoming material including that which is released for urgent product prior to verification 5

4. Nonconforming Reports, Customer complaint records, Failure Analysis reports, 8D reports and other similar or related reports 5
5. Records of internal quality audits, follow-up to verify the effectiveness of corrective actions associated with the audit 5
6. All other Quality Control records 5
7. Returned goods records 10
8. Records of lost, damaged, or unsuitable customer supplied product 10
9. Product traceability records 10
10. Inspection and test records P
11. Equipment and instrument calibration records P
12. Reliability records P

O. TRAFFIC AND TRANSPORTATION

1. Rates and Tariffs 1 after superseded
2. Bills of Lading, waybills 2 after delivery
3. Freight Claims 2 after settlement
4. Freight bills 3

P. SALES, CUSTOMER SERVICE AND MARKETING

1. Market research studies & analysis 1
2. Promotional Material 2
3. Advertising copy and marketing programs 3
4. Market data/surveys 3
5. Customer correspondence files 5
6. Rebate and co-op advertising payments 6
7. Customer order files 7
8. SPR files and information 7
9. Contract review record 10
10. Catalogs and price lists P

Q. CREDIT RELATING TO CUSTOMERS

1. Application for credit, approval forms, qualification reports 1 after account becomes inactive
2. Correspondence - collection 2
3. Guarantees and subordination agreements 3 after termination and settlement of account
4. Security agreements & financing statements 3 after satisfaction
5. Collection litigation files 3 after settlement and satisfaction of judgment
6. Customer financial statements until superseded

R. PROCUREMENT, MATERIAL CONTROL

1. Production Schedules 1
2. Purchase order register 6
3. Vendor files (requisitions, purchase orders, quotations, correspondence) 6
4. Quality records of acceptable subcontractors 5
5. Material substitution records 10
6. Supplier quality data 10

S. IMPORT/EXPORT DOCUMENTATION

1. Customs Entry Form 7501 (Keep as part of Financial records)
2. Duty Drawback Forms 5
3. Antidumping Declarations P

T. BUSINESS ENGINEERING

General Principle - The Business Engineering Department shall, for its own purposes, establish a policy of purging and backup for the electronic data on each of the company's information networks. Those schedule can be obtained from business engineering, but in general they are designed to meet the needs and limitations of the company's information network and not for records retention. Accordingly, their retention of information, even through backups, is generally a much shorter period of time than given in this policy.

Whenever possible it is desirable that records be maintained in a manner that is the least expensive to the company. Departments, through coordination with Business Engineering

may maintain records in the appropriate electronic medium. However, it is each departments responsibility that regardless of the method of retention, the records are maintained only for the period of time required by this policy.

U. GENERAL (Correspondences and Internal Memorandum)

1. Letters to be destroyed within ONE YEAR
 - a. Routine letters and notes that require no follow-up
 - b. Copies of interdepartmental documents or other company correspondence where same will be in originating department's file.
 - c. Other letters of inconsequential nature or which definitely close a correspondence.
2. Letters to be destroyed from 1 to 5 YEARS. (Following are examples however the specific retention period should be derived by looking to this outline to find the appropriate subject matter and the corresponding retention period.)
 - a. Letters explaining but not establishing company policy.
 - b. Letters relating to establishing credit.
 - c. Collection letters after the account is paid.
 - d. Quotation letters where no contract results
3. Letters to be kept INDEFINITELY or for the life of the document to which it relates.
(Following are examples, however the specific retention period should be derived by looking to this outline to find the appropriate subject matter and the corresponding retention period.)
 - a. Letters pertaining to a contract, which attempt to explain a contract or modify or amend a contract.
 - b. Letters pertaining to patents, copyright, trademarks or any other intellectual property rights.
 - c. Letters denying liability of the company.

V. GENERAL (Other than the above)

1. Books, periodical, published reports, etc.
.....review annually for usefulness and discard obsolete material.
2. Consultant reports 2
3. Major corporate and division policy and procedure manuals
..... Originating department permanent.
Receiving departments retain only current version.
4. Materials of historic value P

**DOCUMENT CHANGE NOTICE FORM****MURATA ELECTRONICS NORTH AMERICA**

Title: Environmental/Safety Records
Retention
Issue Date: 06/05/2000

Document Number: ESP-0003
Revision Level: A

REVIEW AND APPROVALS

Originator: Annette Bratton	3. Name: Title: NOT USED Signature:
Initiator: Jim Wilson Title: MATERIAL & MLC PRODUCT DEVELOPMENT MANAGER Signature: Approved by Jim Wilson on 06/01/2000	4. Name: Title: NOT USED Signature:
2. Name: Steven Crow Title: GENERAL COUNSEL Signature: Approved by Steven Crow on 06/02/2000	5. Name: Title: NOT USED Signature:

REVISION DESCRIPTION AND HISTORY

Rev Level	Issue Date	Description and History	Initiator
NEW	8/8/95		SWF
A	5/30/00	New - New Release Complete Revision	Steve Foard

TITLE: Environmental/Safety Records Retention**1.0 PURPOSE**

The purpose of this document is to identify environmental/safety records and to provide guidelines for maintenance, retention and destruction of these records at MESC.

2.0 SCOPE

In order to ensure that Murata's environmental and safety documents and records are maintained in accordance with applicable regulatory requirements and the requirements of Section 4.5.3 of the ISO 14001 standard, this procedure identifies environmental and safety records and describes how these records will be maintained, the minimum time periods for which these materials must be retained and the procedure for disposition of these records. The retention periods for many records are based on applicable federal, state and local laws and regulations (e.g. U.S. Occupational Safety and Health Administration, U.S. Environmental Protection Agency, Pennsylvania Department of Environmental Protection, etc.). Additional environmental and safety records may be retained by Murata for other business purposes.

3.0 DEFINITIONS

3.1 Records- Evidence of the ongoing operation of MESC's EMS and safety programs. Records include, but are not limited to:

- Permits
- Environmental aspects and their associated impacts
- Environmental and safety training
- Inspection, calibration and maintenance activity
- Monitoring data
- Details of non-conformance, incidents, complaints and follow-up action
- Information of an environmental or safety nature on Murata products
- Supplier/contractor information
- Environmental and safety audits and management reviews
- Legislative and regulatory requirements

4.0 PROCEDURE

4.1 Identification of Environmental/Safety Records- The Environmental/Safety Manager determines environmental/safety records based on: the requirements of the ISO 14001 standard; applicable environmental and safety regulatory requirements (e.g. U.S. OSHA, U.S.EPA, PaDEP); as well as records required by permit requirements. A list of records is included in Attachment A.

4.2 Period for Records Retention - Attachment A to this procedure provides a listing

of categories and types of environmental and safety documents/records and the minimum time period that these materials must be retained from the date of their creation. Upon the expiration of the period for records retention, the Environmental/Safety Manager will review the documents and determine if they can be removed from Murata's records retention program. LTS in the attached table stands for Long Term Storage either on or off-site.

Related Procedure: Records Retention Procedure in MENA Company Policy

- 4.3 Location for Storage of Records - Environmental/Safety records that are retained in accordance with this policy will be stored in file cabinets and/or notebooks located in the Environmental/Safety Department office area, in operating areas of the MESC facility, in archive file locations on the Murata property, or using off-site storage services retained by the company.

Related Procedure: EQP-0009 Management of Quality Records Storage

- 4.4 Identification of File Drawers- File drawers in the Environmental/Safety Department will be identified by a code. That code is used in Attachment A to this procedure to identify where files for a particular record are located (e.g. Air 1) in the office area.
- 4.5 Destruction of Records - Records will be destroyed after the record retention period has expired. Under certain circumstances (e.g. legal matters), the decision may be made to retain records for additional periods of time. This decision will be made based on current law/regulations and whether there is any reason to retain the records for periods beyond those identified in Attachment A. The Environmental/Safety Manager may consult with Murata Management, General Counsel, and/or Controller in determining whether records should be retained or can be destroyed.

If the decision is made to destroy records, records will be destroyed by placing paper records into a paper recycling container. The Environmental/Safety Manager may determine that certain records should be shredded prior to being placed into the paper recycling containers. See EQP-0009 for additional information on destruction of records.

ATTACHMENT A

**Murata Electronics North America, Inc.
Environmental/Safety
Records Retention Requirements**

Description	Short Term		Long Term		Total Retention
	Storage Location	Storage Period (Years)	Storage Location	Storage Period (Years)	Period (Years)
Air					
Air Permits/Applications	Air 1 & 2	Active Operation	LTS	5 after equipment shutdown	5 after equipment shutdown
Request for Determination	Air 2	Active Operation	LTS	5 after equipment shutdown	5 after equipment shutdown
Permit Required Operating Records	Manufacturing	2	LTS	3	5
PaDEP Inspection	Air 1	10			10
Waste					
Hazardous waste approvals	Waste 1&2	Current	LTS	5	5 years after expiration
Hazardous waste manifests	Notebooks-Env/Safety Office	3	LTS	17	20
Biennial hazardous waste report	Waste 1&2	4	LTS	16	20
Residual waste approvals	Waste 1&2	Current	LTS	5	5 years after expiration
Biennial residual waste report	Waste 1&2	4	LTS	16	20
Form 25R	Waste 1&2	5			5
Form 26R	Waste 1&2	5			5
Waste Disposal Contracts	Waste 1&2	Current	LTS	Perpetuity	Perpetuity
Certificate of Insurance	Waste 1&2	Current	LTS	Perpetuity	Perpetuity
Audits of TSD Facilities	Waste 1&2	Current	LTS	10	10
Storage Area Inspections	Waste 1&2	3	-	-	3
PaDEP Inspections	Waste 1&2	5	LTS	15	20
Medical Waste Manifests	HR Office Files	5			5
Wastewater					
UAJA Permit/Application	Wastewater 1	Current	LTS	10	10
Discharge Monitoring Reports	Wastewater 1	2	LTS	10	12
Analytical Data	Wastewater 1	2	LTS	10	12
Turbidimeter Charts	Wastewater 1	2	LTS	3	5
Ceramic/Plating WWTP Operating Records	Wastewater Treatment	1	LTS	4	5
pH/Turbidimeter Calibration Records	Wastewater Treatment	1	Wastewater 1	1	2
Tank Inspection Records	Wastewater 1	5			5
UAJA Inspections	Wastewater 1	10			10

ATTACHMENT A (continued)

Murata Electronics North America, Inc.
Environmental/Safety
Records Retention Requirements

Description	Short Term		Long Term		Total Retention Period (Years)
	Storage Location	Storage Period (Years)	Storage Location	Storage Period (Years)	
Safety					
Policies and Procedures	Electronic & Policy 1	Current	LTS	Perpetuity	Perpetuity
Accident Reports	Safety 4	2	Human Resources	10	10
Industrial Hygiene Air/Noise Monitoring	Safety 2&3	2	LTS	Perpetuity	Perpetuity
OSH Committee Inspections	Safety 1	2	LTS	3	5
Startup Inspections	Safety 1	2	LTS	3	5
Incident Inspections	Safety 1	2	LTS	3	5
OSHA Inspections/Correspondance	Safety 1	5	LTS	Perpetuity	Perpetuity
Fire Extinguisher Inspections	Safety 4	2			2
Central Safety Committee Meeting Minutes	Safety 1	2	LTS	3	5
Material Safety Data Sheets	MSDS 1, 2 & 3	Current	LTS	Perpetuity	Perpetuity
Insurance Inspections	Safety 1	5	LTS	5	10
Emergency Evacuation Drills	Safety 4	2			2
Security					
Contracts/Certificates of Insurance	Security 1	Current	LTS	5	5
Daily Routine and Incident Reports	Security 1	1	LTS	4	5
Electronic Security Check Records	Security 1	1	LTS	4	5
Parking Permit Records	Electronic & Security 2	Current			Current
Key Records	Electronic & Security 2	Current			Current
Training					
Environmental Training	Electronic & Training 1	Current	LTS	Electronic & 10	10
Safety Training	Electronic & Training 1	Current	LTS	Electronic & 10	10
EMS/ISO 14001 Training	Electronic & Training 1	Current	LTS	Electronic & 10	10

ATTACHMENT A (continued)

Murata Electronics North America, Inc.
Environmental/Safety
Records Retention Requirements

Description	Short Term		Long Term		Total Retention Period (Years)
	Storage Location	Storage Period (Years)	Storage Location	Storage Period (Years)	
ISO 14001					
Policies and Procedures	Electronic & ISO 1	Current	LTS	5	5
Environmental Aspects/Impacts	Notebook & ISO 2	Current	LTS	5	5
Objectives, Targets, Programs	ISO 2	Current	LTS	10	10
Internal Communication	ISO 2	3	LTS	7	10
External Communication	ISO 2	3	LTS	7	10
Corrective Action Records	ISO 3	3	LTS	7	10
EMS Audits	ISO 3	3	LTS	7	10
Management Review Meetings	ISO 3	3	LTS	7	10
SARA					
Tier 2 Report	SARA 1	3	LTS	7	10
Form R/SARA 313	SARA 1	3	LTS	7	10
Pa Hazardous Substance Survey	SARA 1	3	LTS	7	10
ENVIRONMENTAL CLEANUP					
MESC	MESC 1&2	5	LTS	Perpetuity	Perpetuity
MERK	MISC 1	5	LTS	Perpetuity	Perpetuity
MECL			LTS	Perpetuity	Perpetuity
Miscellaneous Env. Cleanup	MISC 1	5	LTS	Perpetuity	Perpetuity
MISCELLANEOUS					
Storage Tanks Permits	MISC 2	5	LTS	5	10
DOT HazMat Registration	MISC 2	5			5
Spill Response Plans	MISC 2	Current			Current
Spill Reports	MISC 2	5	LTS	15	20
Contractor EMS Related Records	Maintenance File	20			20
Compliance Audit Reports	MISC 2	Most recent audit			Most recent audit
TSCA					
Chemical Inventory Update Rule Reports	TSCA 1	4	LTS	4	8
LVE Records	TSCA 1	5	LTS	5	10
PMN Application	TSCA 1	3 years after commencement	LTS	2	5 after commencement

UNCONTROLLED COPY

REFERENCE USE ONLY

Notice: At the time of printing, 03/21/2013, this doc. was the latest revision. Consult the database for current status.

		of manufacture			of manufacture
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00040

00300

fedex.com 1800.GoFedEx 1800.463.3339

RECIPIENT: PEEL HERE

FedEx NEW Package
Express US Airbill
FedEx
Tracking
Number

8010 5585 5460

1 From This portion can be removed for Recipient's records.

Date 3/28/13

FedEx
Tracking Number

801055855460

Sender's
Name

Keisuke Kotani

Phone 770 436-1300

Company

MURATA ELECT NORTH AMERICA

Address

2200 LAKE PARK DR SE

City

SMYRNA

State

GA

ZIP

30080-7604

2 Your Internal Billing Reference

6824

3 To

Recipient's
Name

Mr. Harry R. Steinmez Phone 215 814-3161

Company

U.S. Environment Protection Agency, Region 3

Address

1650 Arch Street

We cannot deliver to P.O. boxes or P.O. ZIP codes.

Dept./Floor/Suite/Room

Address

Use this line for the HOLD location address or for continuation of your shipping address.

City

Philadelphia

State

PA

ZIP

19103-2029

0454826474



8010 5585 5460

4 Express Package Service

* To most locations.

NOTE: Service order has changed. Please select carefully.

Next Business Day

☐ FedEx First Overnight

Earliest next business morning delivery to select locations. Friday shipments will be delivered on Monday unless SATURDAY Delivery is selected.

☐ FedEx Priority Overnight

Next business morning.* Friday shipments will be delivered on Monday unless SATURDAY Delivery is selected.

☒ FedEx Standard Overnight

Next business afternoon.* Saturday Delivery NOT available.

2 or 3 Business Days

☐ NEW FedEx 2Day A.M.

Second business morning.* Saturday Delivery NOT available.

☐ FedEx 2Day

Second business afternoon.* Thursday shipments will be delivered on Monday unless SATURDAY Delivery is selected.

☐ FedEx Express Saver

Third business day.* Saturday Delivery NOT available.

5 Packaging

* Declared value limit \$500.

☒ FedEx Envelope*☐ FedEx Pak*☐ FedEx Box☐ FedEx Tube☐ Other

6 Special Handling and Delivery Signature Options

☐ SATURDAY Delivery

NOT available for FedEx Standard Overnight, FedEx 2Day A.M., or FedEx Express Saver.

☐ No Signature Required.

Package may be left without obtaining a signature for delivery.

☐ Direct SignatureSomeone at recipient's address may sign for delivery. *Fee applies.*☐ Indirect SignatureIf no one is available at recipient's address, someone at a neighboring address may sign for delivery. For residential deliveries only. *Fee applies.*

Does this shipment contain dangerous goods?

One box must be checked.

☒ No☐ Yes

As per attached Shipper's Declaration.

☐ Yes

Shipper's Declaration not required.

☐ Dry Ice

Dry Ice, 3 UN 1845

x lbs.

☐ Cargo Aircraft Only

Dangerous goods (including dry ice) cannot be shipped in FedEx packaging or placed in a FedEx Express Drop Box.

7 Payment Bill to:

Enter FedEx Acct. No. or Credit Card No. below.

Obtain recip.
Acct. No. ☐☒ Sender
Acct. No. in Section
1 will be billed.☐ Recipient☐ Third Party☐ Credit Card☐ Cash/Check

Total Packages

Total Weight

lbs.

Credit Card Auth.

*Our liability is limited to \$100 unless you declare a higher value. See the current FedEx Service Guide for details.

611



DO NOT REMOVE THIS AREA

Peel and Stick FedEx Express Package US Airbill

1. Complete front page of the Airbill.
2. Retain "Sender's Copy" for your records.
3. Remove label backing.
4. Adhere Airbill to front of package.

Please **DO NOT** remove "FedEx Copy."



PEEL FROM THIS CORNER.

FedEx[®] Express



FedEx
TRK# 8010 5585 5460

FRI - 29 MAR 3:00P
STANDARD OVERNIGHT

19103
PA-US
PHL

XB REDA



Emp# 212025 28MAR13 NCQA 519C1/648E/93AB

Shipping, Meet Sustainability.

Now, getting it there on time also means getting there sustainably, because FedEx works with BP Target Neutral to use carbon offsets for every envelope shipment. Of course, the envelope is made from 100% recycled content and is 100% recyclable.

It's part of EarthSmart[®]—FedEx solutions for a more sustainable world.

Go to **earthsmart.fedex.com** to learn more.



Contents should be compatible with the container and packed securely. For shipping terms and conditions and our limits of liability, refer to the applicable FedEx Express shipping document, the current FedEx Service Guide, or conditions of carriage.

For more information on FedEx Express services, solutions, and shipping locations, go to **fedex.com** or contact your nearest FedEx location.

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▼ Insert shipping document here.